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ABSTRACT

The purpose of this manual is both to preserve the history of the Alabama Library Association Government Documents Round Table (AlaLA GODORT) and to provide current, relevant information to its membership. It contains the organization objectives and constitution and the individual duties of the following officers: steering committee members, moderator, moderator-elect, secretary-treasurer, newsletter editor, assistant editor, federal documents task force chairperson, state documents task force chairperson, clearinghouse chairperson, standing committees chairpersons, and special committees chairpersons. Information on how to join, archival materials guidelines, and a membership directory are provided. A history of the organization covers 1976 through 1983 by year, including details of officers, committees, convention programs and activities, workshops, and projects. An appendix provides various organization forms. (Author/LMM)

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GODORT

HISTORY AND PROCEDURAL MANUAL

REVISED AND ENLARGED BY

BARBARA W. DEKLE

1981 Edition Compiled By

Marjorie D. Baggett and Barbara W. Dekle

AUM Learning Resources Center
Montgomery, Alabama
1983

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FOREWORD

The 1983 AlaLA GODORT History and Procedural Manual revises and updates the 1981 edition compiled by Marjorie Baggett and the writer. The original version was in booklet format and distributed only to members of the Steering Committee. This 1983 loose-leaf edition is to be given to each member of the Round Table. The new format should make yearly revisions much easier.

The order of the contents has been re-arranged, all sections have been updated, and a current list of members and officers has been included .

The purpose of this manual is to both preserve the history of the AlaLA GODORT and to provide current and useful information to its membership. Additional information and/or suggestions from the membership will be welcomed for future editions.

Barbara W. Dekle
Past-Moderator, 1982-83

AlaLA GODORT OBJECTIVES

"The objectives of the Round Table shall be to provide a forum for librarians working with government documents; to provide the availability, use, and bibliographic control of documents; and to promote communication between documents librarians and other librarians."

Constitution, Article II

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ALABAMA LIBRARY ASSOCIATION

GOVERNMENT DOCUMENTS ROUND TABLE

CONSTITUTION

Article I. Name

The name of this organization shall be the Alabama Government Documents Round Table.

Article II. Objectives

The objectives of the Round Table shall be to provide a forum for librarians working with government documents; to provide the availability, use, and bibliographic control of documents; and to promote communication between documents librarians and other librarians.

Article III. Membership

Section 1: Membership in this Round Table shall be open to any member in good standing of the Alabama Library Association who subscribes to the objectives of the Round Table.

Section 2: Dues shall be determined by the membership of the Round Table with the approval of the Alabama Library Association, Inc., Council. Changes in dues shall be approved at the annual meeting and shall be due on January 1 of each year.

Article IV. Officers and Duties

Section 1: The officers of this Round Table shall be a Moderator, Moderator-elect, Secretary-Treasurer. The term of office shall be for one year, beginning at the adjournment of the annual meeting. Officers shall be chosen from Round Table members in good standing who have agreed to serve in that office.

Section 2: Those officers shall perform the duties pertaining to their respective offices.

a. Moderator The Moderator shall be the chief executive of the Round Table, Chairperson of the Steering Committee, and the Round Table's representative to the AlaLA, Inc., Council.

b. Moderator-elect The Moderator-elect shall perform the duties of the Moderator in the absence of the Moderator; shall be a

member of the Steering Committee; shall be responsible for the program at the annual meeting; shall serve as Membership Chairperson; and shall serve as an aide to the Moderator.

c. Secretary-Treasurer The Secretary-Treasurer shall handle correspondence, keep minutes of general and Steering Committee meetings, be empowered to receive and authorize the disbursement of funds as approved by the Association treasurer, and keep necessary and proper records.

Section 3: All officers shall deliver to their successors all official material not later than two weeks following the installation of their successors.

Section 4: In case of a vacancy in the office of Moderator, the Moderator-elect shall succeed to the office of Moderator for the remainder of the unexpired term. A special election shall be held to elect a Moderator-elect who shall succeed the Moderator when his term ends. When a vacancy occurs on the Steering Committee other than that of Moderator-elect, the Steering Committee shall appoint a member to serve the remainder of the term.

Article V. State Affiliate

This organization shall be a state affiliate of the American Library Association GODORT and shall be a round table of the Alabama Library Association, Inc. As such, it shall be conducted in accordance with Article IX of the By-Laws of the Alabama Library Association, Inc.

Article VI. Meetings

Meetings shall be held at such times and places as designated by the Steering Committee.

Article VII. Steering Committee

Section 1: The Steering Committee shall consist of the elected officers, the chairpersons of the task forces and committees, the newsletter editor and assistant editor, and such other persons as deemed necessary by the Steering Committee.

Section 2: The duties of the Steering Committee shall be general supervision of the affairs of the Round Table in the intervals between meetings.

Section 3: Meetings shall be held when called by the Moderator, or the Moderator-elect in the Moderator's absence, or by a majority of the members of the Committee. A simple majority of the members present constitutes a quorum. All meetings of the Steering Committee shall be open meetings.

Article VIII. Task Forces, Committees, Editor, and Assistant Editor

Section 1: Task forces shall be created by the Steering Committee

as it deems necessary to carry on the work and to further the objectives of the Round Table. Chairpersons of task forces shall be elected from Round Table members in good standing who have agreed to serve in that office. The term of office sha.l be for one year beginning at the adjournment of the annual meeting.

Section 2: Special committees shall be created by the Steering Committee as it deems them necessary for the interest of the Round Table.

Section 3: Chairpersons of the committees shall be chosen by members of the committee.

Section 4: An Elections Committee consisting of not less than three members shall be chosen by the Steering Committee. No member of the Elections Committee shall be a member of the Steering Committee at the time he is appointed to the Elections Committee. The Elections Committee shall propose a full slate of officers to the membership for its consideration four weeks prior to the meeting at which the voting is to be done. The Elections Committee shall conduct all elections.

Section 5: An Editor shall be appointed by the current Steering Committee to serve the succeeding year. The Assistant Editor shall be chosen by the Editor with the approval of the Steering Committee. Both Editor and Assistant Editor are to be chosen from Round Table members in good standing who have agreed to serve in that respective office. Terms of office for both Editor and Assistant Editor shall be for one year beginning at the adjournment of the annual meeting. The Editor and Assistant Editor may be re-appointed for successive terms of office at the discretion and with the approval of the Steering Committee.

Article IX. Parliamentary Authority

Section 1: The most recent edition of Robert's Rules of Order shall govern all meetings of the Round Table and its task forces and committees in all cases where applicable and not in conflict with the Constitution.

Section 2: The members present at an announced meeting shall constitute a quorum for the conduct of business.

Section 3: A majority of members present and voting shall be sufficient to take any action except amending this constitution.

Article X. Amendments

Section 1: This constitution may be amended at the annual business meeting or at any called meeting of the Round Table provided that: the amendment was presented for consideration of the members at least four weeks prior to said meeting, and that two-thirds of the votes cast shall constitute the majority vote necessary.

Section 2: Amendments may be proposed by the Steering Committee; or by a motion from the floor, provided that the procedure in Article X, Section 1, be followed.

INDIVIDUAL DUTIES

The Steering Committee

Personnel

1. The Steering Committee shall consist of the following voting members:

    a. Moderator
    b. Moderator-elect
    c. Secretary-Treasurer
    d. Federal Documents Task Force Chairperson
    e. State Documents Task Force Chairperson
    f. Clearing House Chairperson
    g. Newsletter Editor
    h. Assistant Editor
    i. Chairpersons of all Standing and Special Committees
    j. Other such persons as deemed necessary by the Steering Committee

Meetings

1. At least one Steering Committee meeting should be held each quarter of the year, usually, but not necessarily, coinciding with the time and place of the quarterly AlaLA Executive Council meetings.

    a. AlaLA Executive Council Voting members of the Executive Council consist of the president, immediate past-president, first vice-president, second vice-president, treasurer, and secretary of the Association; and the chairperson of each division of the Association, or a representative of the chairperson of such divisions. The Council meets quarterly at dates, times, and places determined by the AlaLA President.

    b. Moderators of round tables are non-voting members and are expected to attend these meetings so that they can give and receive information concerning the Association.

    c. Information regarding the year's meetings and a schedule of the meetings are usually made available at the first Council meeting held after the new Association year begins. After the Moderator receives notice from the President of the Association announcing an Executive Council meeting, all GODORT officers should be notified of the time and place of the Round Table's

Steering Committee meetings. Scheduled Steering Committee meetings should be published in PAL.

2. Other meetings shall be called as necessary by the Moderator at the time and place indicated by him/her.

3. Additional meetings may be necessary when workshops or seminars are being planned and when initial plans for the annual conference program are being made.

4. All meetings shall be open meetings and any member or other interested person may attend. Only Steering Committee members will be entitled to vote.

Powers and Duties

1. Conduct the general management of the affairs of the Round Table from one annual convention to the next.

2. Approve the appointment of the Newsletter Editor of PAL, GODORT section of the Alabama Librarian, and the selection of the Assistant Editor appointed by the Newsletter Editor.

3. Determine the programs, times, speakers, and other business for the annual convention, to be coordinated by the Moderator-elect.

4. Review and approve minutes of the last called meeting.

5. Review By-laws and propose changes in them as deemed necessary; review and propose change in annual dues, to be approved by membership.

6. Create new task forces and special committees as is deemed necessary each Association year. Appoint a Clearing House Chairperson each year if needed.

7. Appoint an Elections Committee annually, no later than October of each year and appoint a chairperson of this committee.

8. Attend the annual "training workshop" for new officers and committee chairpersons called by the AlaLA Executive Council sometime during the annual convention. Important information is conveyed to new officers and helpful handouts are made available. This is an excellent time to transfer GODORT records and other material to incoming officers from outgoing officers and to receive advice and information from retiring officers. It is suggested that both old and new officers attend this workshop.

9. Attend all called meetings of the Steering Committee.

10. Maintain all records of the respective office in good and proper order. Keep copies of all correspondence and every transaction!

11. Transfer to newly elected officers all records and materials necessary to conduct the business of the respective office, committee, or project, either during the convention or within a month after this meeting. All records not needed for the current year should be given to the Moderator for preparation to give to Archives.

12. Keep the Moderator informed about: committee meetings, task force meetings, projects, workshops, programs, and other materials and correspondence from other professional organizations, institutions, and individuals.

Moderator

Powers and Duties

1. Preside at all meetings of the Steering Committee unless unable to do so, in which case the Moderator-elect shall preside.

2. Direct the entire yearly business of the Round Table.

3. Represent the Round Table in all official capacities.

4. Act as spokesperson for the Round Table on all established policies.

5. Act as liaison between the Round Table and all other official bodies, including the American Library Association GODORT.

6. Coordinate the work of all officers, task forces, and committees of the Round Table.

7. Be responsible for preparation of the Round Table budget:

   a. The Moderator will be directed by the President of the Association through the Executive Council meetings regarding financial standing of the Association, thereby guiding the Moderator in requests for money.

   b. Requests for yearly budgeted funds should be turned in to the Chairperson of the Budget and Finance Committee of the Association before the Budget Committee's first meeting of the new year (which may be prior to the first meeting of the Executive Council). These requests should cover incidental expenses anticipated during the year, such as postage and photocopying. Requests for major expenses, such as money needed for projects, publications, and free workshops or seminars, should also be submitted.

   c. A letter describing the use of requested funds sent to the Chairperson of the Budget and Finance Committee prior to their first meeting will facilitate budget requests. Each item in the budget request should be listed and described in detail, with amount of money requested for each. Also, attendance at the Budget and Finance Committee's first meeting of the new year to answer possible questions is strongly suggested, if permission is given by the Chairperson to attend this meeting.

   d. A general rule to follow is that a yearly budget request may be made for at least as much as income generated from GODORT membership dues, but is not limited to that amount. Continuing and new projects must be considered.

e. Requests for payment from budgeted funds of the Round Table must be made to the AlaLA Treasurer on the proper form (see Appendix for copy) and must be approved by the Moderator.

f. Requests for non-budgeted funds, such as workshops, large projects, etc., where the "seed money" may be "recovered," should be made to the Chairman of the Budget and Finance Committee on the form for non-budgeted funds and should be accompanied by a cover letter giving detailed information.

g. At the December 5, 1980, meeting of the AlaLA Executive Council, a motion was made, seconded, and passed that states:

> That 50% of any profits, after expenses, from workshops by divisions and round tables revert to the General Fund with 50% to be retained and made available to them as approved by Council."

Thus, there may be funds available from the preceding year depending on such profits made; however, regular budgeted funds do not carry over from one year to the next. All of the balance in the GODORT budget not spent by the end of the Association year will revert to the General Fund.

h. All requests for payment should be submitted by the end of the annual convention to insure that they are paid out of the current year's budgeted funds. If they are not paid before the current fiscal year ends, they will be carried over, and the GODORT budget will begin with a deficit.

i. A separate budget request for convention expenses (speaker, printing, booths, postage, etc.) should be submitted to the Convention Chairperson before the first quarterly meeting of the AlaLA Executive Council and Convention Planning Committee. (see Convention Responsibilities)

8. Approve disbursements of money by the Secretary-Treasurer (see 7e. and 7f. and Appendix for copies of forms).

9. Appoint, subject to approval by the Steering Committee, the Newsletter Editor.

10. Appoint, subject to approval by the Steering Committee, all standing and special committees and notify them of their appointment and duties. (Prior to appointment, secure their agreement to serve.) The Elections Committee is the only standing committee of the Round Table; for additional information, see Elections Committee. Chairpersons are selected by members of the respective committees.

11. Act as Chairperson of the Steering Committee: call meetings,

arrange facilities for such meetings, prepare agendas for such meetings.

12. Prepare a brief written report of each Steering Committee meeting and deliver it orally to the AlaLA Executive Council at called quarterly meetings. This report is part of the regular AlaLA Executive Council agenda. Give a copy of the written report to the Secretary of the Executive Council.

13. Appoint, with approval of the Steering Committee, a representative from the Round Table to the AlaLA By-laws Committee and other AlaLA committees that it is deemed appropiate to include a representative of the Round Table. Write the Chairperson of the By-laws Committee and chairpersons of other such committees and give them the name of the GODORT representative.

14. Prepare files at the end of the annual convention and give or send to the new moderator.

    a. Remove ephemeral material
    b. Include material of historical importance
    c. Include materials of immediate use to the new moderator

15. Prepare all files not needed for incoming officers and continuing projects, committees, etc., for AlaLA Archives according to Archival Materials Guidelines (see Appendix for instructions and forms).

16. Write a message from the Moderator for each issue of PAL, GODORT newsletter.

17. Fill all vacancies which might occur in offices of the Round Table except that of Moderator-elect, with the approval of the Steering Committee.

18. Appoint or re-appoint members of special committees and coordinators of special projects, both continuing and new, with the approval of the Steering Committee, at the annual business meeting, after the election of new officers, so that the business of the Round Table can continue before the first quarterly meeting. The new Moderator shall request from the chairpersons and coordinators outlines of projects, workshops, seminars, etc., and estimated expenses for completion or continuation of each to aid in preparing the yearly budget request. (See 7.) If appointments cannot be completed at the annual business meeting, the Moderator shall contact members by phone or letter to assure that this information is available before the first Steering Committee meeting.

19. Send a list of all working members (officers, committee members, project coordinators, etc.,) to the AlaLA President as soon as possible after the annual convention.

20. Renew annually the affiliation with National GODORT as soon after the annual convention as possible. (The approval of the new budget may delay the sending of a check.)

    a. The Secretary-Treasurer should request a check from the Association Treasurer to be sent to the Executive Secretary so that it may be included with annual Association dues to the American Library Association. Currently, the annual dues to renew affiliation with National GODORT are $7.00, if sent with Association dues.

    b. Appropriate information should also be sent to the Executive Secretary concerning this renewal. Check with the Executive Secretary after an appropriate length of time to be sure that affiliation for the year is complete.

    c. A copy of ALA GODORT's newsletter, D.t.t.P. (Documents to the People), will be sent as a result of the membership, usually to the Executive Secretary (unless otherwise specified by the Moderator), who will forward these issues to the Moderator or other designated person of the Round Table, who will keep them on file for any member who wishes to borrow them. The Moderator may decide that the best way to communicate contents is to give to the Newsletter Editor for publication of parts in PAL.

21. Coordinate any publicity for GODORT through the Moderator, who will direct the Secretary-Treasurer on the procedure and time of sending such publicity to the Public Relations Committee of the Association for local, regional, and national presses.

    a. Time plans or requirements for submission of publicity vary in each case, and the Secretary-Treasurer should incorporate these facts into the records.

    Send Alabama publicity regularly to National GODORT via the State and Local GODORT Liaison Chairperson for inclusion in D.t.t.P. A copy of each issue of PAL (documents to the People of ALabama) should be sent as this is one of the best ways to contribute current information.

    a. D.t.t.P. is the official publication of the Government Documents Round Table, American Library Association. D.t.t.P. provides current information on government publications, technical reports, and maps; on related governmental activities; and on documents librarianship. Personal subscriptions can be obtained without holding membership in ALA.

22. Announce, if possible, plans for upcoming workshops, seminars, projects, etc., at the first Executive Council business meeting. Such activities should be coordinated through the Continuing Education Consultant, Alabama Public Library Service, to avoid conflicting

schedules with other divisions and round tables.

a. At the discretion of the Moderator, the Moderator-elect and/or the Secretary-Treasurer may be directed to contact the planners and participants of workshops, seminars, etc., immediately after the first Executive Council meeting so that schedules and deadlines can be established.

b. Requests for funding of such activities from non-budgeted funds should be made by the Moderator as early as possible so that approval can be secured from Council before plans are set.

Convention Responsibilities

1. Secure AlaLA Executive Council approval of an adequate allotment from the Association convention budget.

   a. It is essential that planning for the annual convention program begin as soon as possible. General planning as to what type of program, pre-conference, workshop, etc.; suggestions for speakers, themes, etc.; tentative expenses; audience appeal; and time slots has to be decided by the first Steering Committee meeting so that a Convention Budget Request can be drafted.

   b. The Moderator should write such a budget request to the Chairperson of the Convention, outlining and detailing information needed by the Chairperson to coordinate all divisions and round tables. A Convention Budget Request of an estimated general amount should be requested to cover such expenditures as speaker(s)' expenses, honoraria of speakers (if any), printing, telephone calls, postage, etc. The Convention Chairperson will need this information before the Round Table can make definite plans, so general planning and an estimated budget will have to be made.

   c. The Moderator will be notified by the Convention Chairperson either directly or at an AlaLA Executive Council meeting whether or not his/her request has been approved. If the amount asked for is not approved, it may be necessary to develop a new program to match the budget.

2. Remember that the convention expenses do not come out of the regular yearly GODORT budget.

3. Approve a conference program, speakers, and such other activities and expenditures as may occur, working closely with the Moderator-elect.

4. Plan (time, location, date, etc.) and conduct an annual business meeting at the convention, where officers nominated for the coming

year will be elected and introduced to the membershp.

5. Notify all officers (committee chairpersons, project coordinators, etc.) to prepare and submit written reports for the annual business meeting and be prepared to give oral reports to the membership when requested by the Moderator.

6. Preside at all programs and the business meeting at the annual convention.

7. With the Moderator-elect, serve as host for program speakers and special guests.

8. Approve all expenditures for convention expenses before payment is authorized by the Secretary-Treasurer.

   a. Convention expenses should be submitted for payment as soon as possible after the convention so that the Association's fiscal year may be concluded.

9. Make a brief oral report to the AlaLA Executive Council at the annual Council business meeting. Give the Secretary of the Council a written copy of the report.

10. Write an annual report of the Round Table. Attach individual committee and task force reports, etc., as may have been submitted. This report should be thorough and should cover all activities and statistics of the Round Table's year. Copies should be sent to: The AlaLA Executive Secretary; the AlaLA Secretary; the AlaLA President; the State and Local GODORT Liaison Chairperson, American Library Association; and the Editor of GODORT Newsletter.

Moderator-elect

Duties

1. Preside in the absence of the Moderator.

2. Perform such duties as implied by the title.

3. Serve as a member of the Steering Committee.

4. Serve as liaison to the AlaLA Membership Committee.

5. Complete a list of members of the Round Table as soon as possible within the final month after the annual convention and mail to all Steering Committee members.

   a. The AlaLA Executive Secretary may be contacted at any time throughout the year for a printout of the membership. The Chairperson of the Membership Committee may also be contacted for information about membership.

   b. Other membership services are also available from the Executive Secretary. These include membership lists arranged by various categories and printed mailing labels.

   c. A copy of the form used to request various membership services is included in the Appendix.

6. Promote the growth of the membership by developing membership brochures, submitting articles for PAL, developing promotional ideas, writing letters of welcome to new members, reminder letters to members who did not renew for the current year, etc.

7. Serve as Program Chairman for the annual convention program and coordinate the annual program, as approved by the Moderator and Steering Committee.

Convention Duties

1. Insure that plans for the Round Table's activities at the annual convention shall be completed no later than the second Steering Committee meeting of each year. These activities must be coordinated through the Convention Planning Committee of the Association. The Moderator-elect is responsible for the program at the annual convention in coordination with the Moderator.

2. Contact potential speakers and issue invitations. Discuss with them

all necessary arrangements for their participation in GODORT's annual program, including dates, times, arrival and departure schedules, modes of travel, financial matters, (including honorarium, if any), discussion topics and program themes, and hotel accommodations.

If arrangements are conducted over the telephone, write a letter of confirmation as soon as possible. Ask for a letter from them confirming their committment.

Request biographical information to be sent as soon as possible, together with a black and white glossy photograph to be used for publicity. Send copies of information to Newsletter Editor and to Chairman of the Publicity Committee for the convention.

3. Coordinate with the Convention Planning Committee Chairperson all necessary arrangements.

4. Convey to the Convention Chairperson all necessary information and arrangements concerning invited guests, including transportation, accomodations, meal tickets, and honorarium, if any.

5. Agree with potential speaker as to how and when expenses will be paid. If at convention, before speaker leaves, arrange with the Association Treasurer to have a check ready to be picked up and given to the guest before his/her departure. If after the convention, after having heard from the speaker as to exact amount of expenses, then write a letter of appreciation from the Round Table and enclose check for expenses. If guest has already been reimbursed, then write letter of thanks as soon as possible.

6. Together with Moderator, act as host to the speaker(s).

7. Coordinate theme of program, type of program, date, time slot, and arrangements for a business meeting.

   If the program includes a meal, work with the Convention Chairperson to select a menu. Determine size of rooms needed for both meetings; special needs such as AV equipment, microphones, displays, tables for handouts, bulletin boards, number of tables, number at head table; and special instructions concerning the use of the room.

8. Arrange for introduction of speakers and convention programs. Coordinate any other special materials such as handouts, brochures, displays, exhibits, door prizes, tickets for drawing, etc.

9. Furnish to Convention Chairperson names of persons at head table, biographical information, if requested, and other such publicity material as may be desirable.

10. Keep copies of all records and all expenses. Turn over all bills to Moderator for approval, then present them to the Secretary-

Treasurer to handle with the Association Treasurer.

11. Be responsible for seeing that all convention materials, handouts, or equipment are safely returned to the Moderator or to persons responsible for them.

12. At the discretion of the Moderator-elect, and with the approval of the Moderator and Steering Committee, form a special convention committee for the purpose of aiding the Moderator-elect in his/her duties as Program Chairperson for the annual convention

Secretary-Treasurer

Duties

1. Serve as member of the Steering Committee.

2. Record minutes of all Steering Committee meetings, annual business meetings, and other such special meetings as may be called.

3. Send minutes of all meetings to the Moderator, the Newsletter Editor, the AlaLA Secretary, the AlaLA President, and the AlaLA Executive Secretary.

4. Compile reports of all convention programs, workshop programs, pre-conference programs, and other such special events, activities, and projects as directed by the Moderator. Send copies to officers listed in 3.

5. Aid the Moderator with such Round Table correspondence as requested.

6. Arrange for the disbursement of GODORT funds as requested, after approval by the Moderator.

   a. Request for payment from budgeted and non-budgeted funds must be made on proper forms to Treasurer of AlaLA and Chairperson of the Budget and Finance Committee, respectively. (See Appendix for copies of forms.)

   b. Always keep copies of all transactions, receipts, sales slips, bills, etc., as well as copies of all request for payment forms, for Moderator and Secretary-Treasurer.

7. Arrange for deposit with AlaLA Treasurer of any monies derived from pre-conferences, workshops, projects, etc. Keep copies of all such transactions.

8. Keep accurate records of fiscal activities and report to the Steering Committee on the budget balance.

Convention Responsibilities

1. Consult with the Moderator and Moderator-elect and perform such duties as may be requested.

   a. Such duties may include correspondence concerning the Elections Committee, convention speakers, convention planning, or materials being readied for convention.

   b. If special meetings of the Steering Committee are called for the

purpose of planning a convention program or workshop, then the Secretary-Treasurer should contact all officers and members concerned.

2. Following the appointment of the Elections Committee by the Steering Committee and selection of the candidates by the Elections Committee, gather biographical information from the candidates and see that the list of nominees is published in PAL at least one month before the annual convention business meeting.

3. Arrange for payment of convention expenses by submitting for payment to the AlaLA Treasurer all such bills as soon as possible after the end of the convention, as approved by the Moderator.

Newsletter Editor

The official publication of AlaLA GODORT shall be known as PAL, documents to the People of ALabama, newsletter section of the Alabama Librarian, official publication of the Alabama Library Association. PAL began as a quarterly in June 1980 and continued through December 1982 (seven quarterly issues). In January 1982, PAL became a section in the new format of the Alabama Librarian. At the annual convention in April 1982, the GODORT By-laws were amended to provide for an Editor and Assistant Editor. The Editor shall be appointed by the Steering Committee and shall serve for one year from convention to convention.

Duties

1. Serve as a member of the Steering Committee.
2. Recommend the appointment of an Assistant Editor. The recommendation must be approved by the Steering Committee.
3. Assume sole editorial responsibility for the newsletter.
4. Publish PAL 10 times a year in the Alabama Librarian, or the number of times that each issue of the Alabama Librarian is published per year as determined by the Editor of the Alabama Librarian.
5. Serve as a member of the Editorial Board of the Alabama Librarian.
6. Attend meetings of the AlaLA Publications Committee as requested by the Chairperson of that Committee.
7. Send contributors of the newsletter a free copy whether or not they are members of the Round Table.
8. Honor a free exchange of newsletters with any documents group requesting that their name be placed on a mailing list to receive complimentary copies.
9. Send a copy of each issue to the ALA GODORT, State and Local Documents Liaison Chairperson.
10. Follow the guidelines set down by the Editor of the Alabama Librarian in format, style, layout, quantity of material, etc.
11. Assign duties to the Assistant Editor as is deemed necessary.

Assistant Editor

Duties

1. Serve as a member of the Steering Committee.
2. Serve one year from convention to convention.
3. Assist the Newsletter Editor in editing each issue of PAL as requested.
4. Succeed to the office of Newsletter Editor only if chosen by the Steering Committee.

Federal Documents Task Force Chairperson

Duties

1. Further the objectives of the Round Table in the area of Federal documents.

2. Serve as a member of the Steering Committee.

3. Assist the Moderator as requested in the area of Federal documents.

4. Appoint members to the Task Force whenever necessary to plan and conduct pre-conferences, workshops, projects, or programs concerning Federal documents.

5. Submit articles to the GODORT newsletter in the area of Federal documents.

6. Make such written and oral reports to the Steering Committee as is necessary relating to projects, workshops, pre-conferences, etc.

7. Keep good and proper records of all activities.

8. Give all records to the incoming Chairperson at the end of the year of the term of office. Records not needed for current Task Force work should be given to the Moderator for archives.

9. Make requests for payment of expenses from budgeted Round Table funds on the proper forms and send to the Moderator for approval. Submit these requests before the end of the Association year, if possible.

State Documents Task Force Chairperson

Duties

1. Further the objectives of the Round Table in the area of state documents.

2. Serve as a member of the Steering Committee.

3. Assist the Moderator as requested in the area of state documents.

4. Appoint members to the Task Force whenever necessary to plan and conduct pre-conferences, workshops, projects, or programs concerning state documents.

5. Submit articles to the GODORT newsletter in the area of state documents.

6. Make such written and oral reports to the Steering Committee as is necessary relating to projects, workshops, pre-conferences, etc.

7. Keep good and proper records of all activities.

8. Give all records to the incoming Chairperson at the end of the year of the term of office. Records not needed for current Task Force work should be given to the Moderator for archives.

9. Make requests for payment of expenses from budgeted Round Table funds on the proper forms and send to the Moderator for approval. Submit these requests before the end of the Association year, if possible.

Clearing House Chairperson

Duties

1. Serve as a member of the Steering Committee.
2. Aid the Moderator as requested.
3. Act as liaison between the ALA GODORT and the AlaLA GODORT.
4. Prepare and disburse to the membership such materials or information as may be furnished from ALA GODORT, at the request of the Moderator.

Standing Committees

Elections Committee

Duties

1. Serve as a standing committee of the Round Table.

2. Consist of not less than three members in good standing who are chosen by the Steering Committee no later than the second Steering Committee meeting of the current year, with the additional requirement that no member shall be appointed to the Elections Committee if currently serving on the Steering Committee.

3. Prepare a slate of at least one nominee for each office.

4. Nominate candidates for each office based on experience, leadership, ability, and willingness to work hard to promote the goals of the Round Table and who are members in good standing of the Round Table.

5. Accept any nomination made from the floor at the annual business meeting in addition to the prepared slate.

6. Present to the membership a list of the nominees at least one month before the annual business meeting, which may best be done through the GODORT newsletter.

7. Keep good and proper records according to Archival Materials Guidelines, and, at the end of the year, give committee records to the Moderator for archives.

8. Meet as deemed necessary by the Chairperson of the Committee, who is chosen by the Steering Committee and who has the following duties:

    a. Serve as a member of the Steering Committee.

    b. Contact members of the Elections Committee and call meetings.

    c. Contact in writing each of the nominees and request approval to place their name on the slate.

    d. Give to the Moderator in writing the names of the candidates after each nominee has granted his/her approval.

    e. Conduct the election at the annual business meeting.

f. Compose letters of thanks for accepting the nomination and send to each candidate and request that each send a biographical sketch to the Secretary-Treasurer of the Round Table for presentation to the membership.

9. Conduct any special elections as deemed necessary by the Steering Committee, such as one to elect a Moderator-elect who replaces a current Moderator-elect succeeding to the office of Moderator for the remainder of an unexpired term.

Special Committees

Duties

1. Serve as a Special or ad hoc Committee of the Round Table when created by the Steering Committee as long as it is deemed necessary for the interest of the Round Table.

2. Consist of an unspecified number of members as long as there is an appropriate number to perform the duties of the Committee.

3. Keep good and proper records according to Archival Materials Guidelines and, at the end of the year, give committee records to the Moderator for archives or to the current chairperson if the work of the committee continues into the following year.

4. Meet whenever deemed necessary by the Chairperson of the Committee, who is chosen by the members of the committee and who performs the following duties:

   a. Serve as a member of the Steering Committee.

   b. Arrange for time and place of committee meetings.

   c. Coordinate the plans and projects of the committee.

   d. Assist the Moderator of the Round Table as requested.

   e. Make both oral and written reports to the Steering Committee on committee work, projects, etc., and furnish written reports to the Moderator, the Secretary-Treasurer, and the Newsletter Editor as requested by the Moderator.

   f. Assist the Moderator in planning the annual budget by submitting plans for committee work and projects for the current year and estimated cost to continue or complete committee plans. Give this information to the Moderator as soon after the annual business meeting as possible.

   g. Give an oral report to the Steering Committee at the annual business meeting and submit a written report to the Moderator, Secretary-Treasurer, and Newsletter Editor.

   h. Make requests for payment from budgeted funds for committee activities in sufficient time so that payment can be made before the end of the Association fiscal year. Make requests for payment of budgeted funds of the Round Table on the proper forms, with receipts or bills attached, and send to the Moderator for approval.

HOW TO JOIN GODORT

GO·DORT (gō′dôrt), n. 1. Government Documents Round Table. 2. a group of enthusiastic librarians who cope with or are prepared to cope with or attempt to cope with the bewildering world of government publications. 3. an organization of the Alabama Library Association, formally created in April 1976 to deal specifically with the field of government publications. 4. a forum for communication among documents people. 5. an activist in initiating and supporting programs which will increase the availability, use, and bibliographic control of documents. 6. a solution to the problem of what to do with a government document when it can be traced and ordered and it finally comes and what to do when it can't and it doesn't. 7. parent of Task Forces on Federal Documents and State Documents.

GODORT is one of the round tables established within the Alabama Library Association to promote a special field of interest outside the scope of any of the four AlaLA Divisions.

Membership: Annual dues for membership in GODORT are $2.00 in addition to basic AlaLA dues. Membership in GODORT will entitle each member to vote and to fully participate in the activities of the Round Table.

The AlaLA Government Documents Round Table has an affiliate membership with the American Library Association (ALA) GODORT. This membership entitles AlaLA GODORT to receive all publications of the national GODORT and to participate by reporting on activities for dissemination to all members of national GODORT.

Membership application forms are available from:

Alabama Library Association
Ruth Waldrop
Executive Secretary
Box BY
University, Alabama 35486

ARCHIVAL MATERIALS GUIDELINES

The Round Table Moderator is responsible for providing copies of minutes, financial records, publications, reports of special projects, reports of workshops, etc., to the AlaLA Executive Secretary.

In addition, the officers of the Round Table are to keep good and proper records. The Moderator's responsibility is to see that all records not needed for current projects, current duties, or incoming officers are deposited with the Association Historian at the end of the Moderator's term of office.

A copy of a memorandum from the Association Historian outlining how to keep records and how to submit them to Archives is included in the Appendix. A copy of the Records Submission Form is also provided.

HISTORY

Organization

On April 8, 1976, thirty-six members of the Alabama Library Association met in the Alabama Room of the Governor's House Motel, Montgomery, Alabama, to sign a petition forming a GOVERNMENT DOCUMENTS ROUND TABLE (GODORT) within the Alabama Library Association. Actually, forty-seven members signed the petition, since some charter members who were unable to attend the organizational meeting signed the petition in advance.

Work leading to the formation of the Alabama GODORT and its affiliation with the American Library Association began in 1975 when Luther Lee, President of the AlaLA, appointed an Ad Hoc Committee on State Documents. The members of the Committee were:

Eugenia Rankin, Chairman, Alabama Department of Archives and History, Montgomery

Marjorie Dixon Baggett, Sterne Library, University of Alabama in Birmingham, Birmingham

Robbie Barksdale, Life Member, Auburn University, Auburn

Lynn Boyd, Alabama Supreme Court Library, Montgomery

Frederica Dulany, University of South Alabama, Mobile

Milo B. Howard, Director, Alabama Department of Archives and History, Montgomery

Geraldine A. Irby, University of South Alabama, Mobile

Joyce Lamont, University of Alabama, Tuscaloosa

Joe Lloyd, Mobile Public Library, Mobile

Derek S. Milson, University of Alabama, Tuscaloosa

Claudine P. Penson, Tuskegee Institute, Tuskegee

Mary Beth Wilbanks, Auburn University, Auburn

HISTORY

Chronology - 1976-77

Officers

The Ad Hoc Committee on State Documents acted in the capacity of a Steering Committee during 1976-77, with Eugenia Rankin acting as Chairperson. Clearing House duties were performed by John P. Worsham, Jr.

Committees

Constitution and By-laws Committee: Ann Hamilton, Chairperson
Carol Westbrook
Frances Hurst

Elections Committee: Mildren Coley, Chairperson
Ethel Sanders
Carol D. Westbrook
John P. Worsham, Jr.
Robbie Barksdale

Convention Programs and Activities

Year: 1977

Activity: Luncheon program in the Rotunda Room of the Governor's House Motel, Montgomery. Guest Speakers: Jim Livsey, Director of Library and Statutory Distribution, Government Printing Office, Washington, D.C.; Agnes Ferruso, Head of the State Documents Section, Library of Congress, Washington, D.C., and Editor of the Monthly Checklist of State Publications.

Workshops

Date and Time: October 21, 1977, 9:15 a.m. - 3:30 p.m.

Location: University of Alabama, Tuscaloosa

Subject: LOCAL DOCUMENTS AND PUBLIC ACCESS

Program: Bessie Sasser, Director, Friedman Public Library, Tuscaloosa, presided.

"The Role of Public Libraries in Local Documents"
Key People: Anthony Miele, Director of the Alabama Public Library Service, Montgomery.

"Local Documents Sources and Acquisitions"
Key People: Dr. James Benson, Visiting Professor, GSLS, University of Alabama, Tuscaloosa; O. H. Sharpless, Executive Director, Association of County Commissioners of Alabama; John Watkins, Executive Director, Alabama League of Municipalities; John P. Worsham, Jr., State-Federal Program Assistant, Planning Reference Service, Alabama Development Office.

"Opportunity for Local Research in Alabama"
Key People: Dr. Keith Ward, Director of the Office of Public Service and Research, Auburn University, Auburn; Alice Berta, Records Management Division, Alabama Department of Archives and History; Winston Walker, III, Microfilmer, Alabama Department of Archives and History.

"Public Access, Sources and Resources"
Key People: Dr. William H. Steward, Associate Professor of Political Science, University of Alabama, Tuscaloosa; Eugenia P. Rankin, State Documents Librarian, Alabama Department of Archives and History; Joyce Lamont, Special Collections Librarian, University of Alabama, Tuscaloosa; Mildren S. Coley, Reader Services Librarian, Alabama Supreme Court Library, Montgomery; Mary Bess Kirksey, Head, Tutwiler Collection of Southern History, Birmingham Public Library, Birmingham.

Fee: $5.00

Number Attending: 40, including key people

Projects

Constitution and By-laws

Chronology - 1977-78

Officers

Moderator:	Eugenia P. Rankin
Moderator-elect:	Marjorie D. Baggett
Secretary-Treasurer:	Enoch Berry Benson
Federal Documents Task Force Chairperson:	Claudine P. Penson
State Documents Task Force Chairperson:	None
Clearing House Chairperson:	John P. Worsham, Jr.

Committees

Constitution and By-laws Committee: Ann Hamilton, Chairperson
Carol Westbrook
Marilyn C. Justice (Sessions)

Elections Committee: Dorothy E. Brown, Chairperson
Robbie A. Barksdale
Norman R. Elsner

GODORT Representative to AlaLA Membership Committee: Marjorie D. Baggett

Convention Programs and Activities

Year: 1978

Activity: Joint program of College, University, and Special Libraries and the Government Documents Round Table, featuring discussion panels on subject areas and on government documents, held at the Hyatt House in Birmingham at the Joint Convention of the Alabama Library Association and the Mississippi Library Association. The "GODORT Discussion Panels on Government Documents" were as follows:

Federal Documents Alabama Leader: Claudine Penson, Documents Librarian, Tuskegee Institute; Alabama Resource Person: Barbara W. Dekle, Documents Librarian, Auburn University at Montgomery. Mississippi Leader: Robbie Jones, Federal Documents Librarian, Mississippi State University; Mississippi Resource Person: Regina Allen, Delta State College, Cleveland.

State Documents Alabama Leader: Mary Bess Kirksey, Head, Southern History Collection, Birmingham Public Library; Alabama Resource Person: Eugenia P. Rankin, State Documents Librarian, Alabama Department of Archives and History. Mississippi Leader: Gerald Buchanan, Assistant Director, Library Operations, Mississippi Library Commission; Missis-

sippi Resource Person: Mary Chrestman, State Documents, The University of Mississippi and Acting Chairperson of Mississippi GODORT.

Local Documents Alabama Leader: Linda Cooper, Assistant Librarian, Alabama Development Office; Alabama Resource Person: Perry Roquemore, Staff Attorney, Alabama League of Municipalities.

Ideas Exchange Booth

Workshops

Date and Time: November 10, 1978, 8:30 a.m. - 3:30 p.m.

Location: Alabama Department of Archives and History, Montgomery, Ala.

Subject: STATE DOCUMENTS AND DEPOSITORIES

Program: Marjorie D. Baggett, Moderator

"Briefings on Resources and Services of the Department of Archives and History"
Key People: Al Craig, Library; Eugenia P. Rankin, State Documents; Joseph D. Caver, Civil Archives; Floyd Watson, Military Archives; Mimi Jones, Manuscripts; Alice Berta, Records Management; Helen McClung, Preservation & Restoration; Francis W. Clark, Photographic Services; Bob Cason, Museum. (All of the above are staff division heads of Alabama Department of Archives and History.)

"Tour of Archives & History Research Divisions"

"Depositories for State Documents: A Plan for Implementation"
Key People: Milo B. Howard, Jr., Director of Alabama Department of Archives and History

"Questions and Answers"
Key People: Marjorie Baggett, Documents Librarian, University of Alabama, Birmingham, Moderator; Panelists - Leland L. Cate, Jr., Printing and Publications, State of Alabama; William C. Younger, Director, Alabama Supreme Court and State Law Library, Montgomery; Mozelle B. Cummings, Alabama Public Library Service, Montgomery; Guy R. DiBenedetto, Special Collections, Auburn University, Auburn; George Stewart, Director, Birmingham Public Library, Birmingham; Dr. Ira Harvey, Research, Alabama Department of Education.

Fee: Free

Number Attending: 95

Projects

Constitution and By-laws

Chronology - 1978-79

Officers

Moderator:	Marjorie D. Baggett
Moderator-elect:	Marilyn J. Sessions
Secretary-Treasurer:	Barbara W. Dekle
Federal Documents Task Force Chairperson:	Frankie T. Thomas
State Documents Task Force Chairperson:	Mildren S. Coley
Clearing House Chairperson:	John P. Worsham, Jr.

Committees

Elections Committee: Ethel Sanders, Chairperson
Judy Dawson
Mary E. Wilbanks

GODORT Representative to AlaLA Membership Committee: Marilyn J. Sessions

Ad Hoc Committee on Depositories for State Documents: Milo B. Howard, Jr., Chairperson
Vi Harper
Amalia Harrison

Convention Programs and Activities

Year: 1979

Activity: Luncheon presentation, "Making Government Documents Visible," ("fashion" show) coordinated by Marjorie Baggett, Moderator, Civic Center, Montgomery. Various GODORT members modeled.

Pre-conference Mini-Workshop, in coordination with PART (Para-Professionals Round Table) Pre-conference workshop. (See "Workshops, 1979")

Workshops

Date and Time: April 11, 1979, 10:15 a.m.

Location: Convention Center, Montgomery (Annual AlaLA Conference)

Subject: MOST COMMONLY-REQUESTED DOCUMENTS (PART Pre-Conference Mini-Workshop)

Program: Key People: Marjorie Baggett, Documents Librarian, University of Alabama, Birmingham; Dr. James Benson, Professor, GSLS, University of Alabama, Tuscaloosa.

Fee: Free

Number Attending: 33 (Federal documents segment)

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Date and Time: May 11, 1979, 9:30 a.m. - 4:00 p.m.

Location: Goodwyn Hall, Auburn University at Montgomery, Montgomery

Subject: WHAT IS THE GOVERNMENT REALLY DOING?

Program: Key People: John D. Livsey, Jr., Director of Library and Statutory Disbribution, Government Printing Office; W. M. Braswell, Bookstore Manager, GPO Bookstore, Birmingham; Anthony W. Miele, Director, Alabama Public Library Service, Montgomery; Peter Allison, Documents Librarian, University of Alabama, Tuscaloosa; Dr. James Benson, Associate Professor, GSLS, University of Alabama, Tuscaloosa; Marjorie Baggett, Documents Librarian, University of Alabama, Birmingham.

Fee: Free (funds provided by APLS through a grant under provisions of Library Services & Construction, Anthony W. Miele, Director)

Number Attending: 124 (plus 5 key people)

Projects

None

Chronology - 1979-80

Officers

Moderator:	Marilyn J. Sessions
Moderator-elect:	Barbara W. Dekle
Secretary-Treasurer:	Eugene Geiger
Federal Documents Task Force Chairperson:	Peter Allison
State Documents Task Force Chairperson:	Norman R. Elsner
Clearing House Chairperson:	John P. Worsham, Jr.

Committees

Elections Committee: David K. Brennan, Chairperson
Geraldine Irby
Claudine Penson

GODORT Representative to AlaLA Membership Committee: Barbara W. Dekle

Ad Hoc Committee on Depositories for State Documents: Milo B. Howard, Jr., Chairperson
Vi Harper
Amalia Harrison

Convention Programs and Activities

Year: 1980

Activity: Panel discussion on the state documents depository system. Topics discussed were: availability of documents, bibliographic control, and progress made toward establishing a state documents depository. Panel members were: Milo B. Howard, Director, Alabama Department of Archives and History; David Brennan, Assistant Dean and Librarian, School of Law Library, University of Alabama, Tuscaloosa; Fran Flowers, Cataloger, State Documents Division, Alabama Department of Archives and History; Mary Bess Kirksey, Head, Tutwiler Collection, Birmingham Public Library; Eugenia Rankin, State Documents Librarian, Alabama Department of Archives and History; John P. (Mar:) Worsham, Jr., State Planning Division, Office of State Planning and Federal Programs, Montgomery. The Convention was held at the Hyatt House, Birmingham.

Workshops

None

Projects

Survey of Documents Microform Holdings in Alabama Libraries. Peter Allison, University of Alabama Library, Tuscaloosa, Project Coordinator

Chronology - 1980-81

Officers

Moderator:	Barbara W. Dekle
Moderator-elect:	David Lowe
Secretary-Treasurer:	Nancy Woosley
Federal Documents Task Force Chairperson:	Sarah B. Reeves
State Documents Task Force Chairperson:	Ethel Sanders
Clearing House Chairperson:	None

Committees

Elections Committee: Eugenia Rankin, Chairperson
Claudine Penson
Frankie T. Thomas

GODORT Representative to AlaLA Membership Committee: David Lowe

Ad Hoc Committee on Depositories for State Documents: Milo B. Howard, Jr., Chairperson
Vi Harper
Amalia Harrison

Convention Programs and Activities

Year: 1981

Activity: Breakfast program, "Stewardship of State Documents." Barbara W. Dekle, Moderator. Held in the Eudora Welty Room at the Sheraton Hotel, Mobile. Guest speaker was Margaret T. Lane, retired Law Librarian, Louisiana State University, Baton Rouge, LA., and 1981 Coordinator of the State and Local Documents Task Force of the American Library Association, Government Documents Round Table.

Exhibit of State Documents. coordinated by Eugenia Rankin

Workshops

Date and Time: November 14, 1980, 9:30 a.m. - 4:00 p.m.

Location: Goodwyn Hall, Auburn University at Montgomery, Montgomery

Subject: THE FEDERAL REGISTER

Program: "The Federal Register: What It Is and How to Use It"
Key Speaker: Rich Claypoole, Deputy Director of the Executive

Agencies and Legislative Division, Office of the Federal Register, Washington, D.C.

"Administrative Processes Interaction With Other Components in the Federal System"
Key Speaker: Dr. Ray Wells, Associate Professor of Government and Director of the Center for Government and Public Affairs, Auburn University at Montgomery, Montgomery.

"Access to Federal Regulations: Machine Readable Data Bases"
Key Speaker: Dr. James Benson, Associate Professor, GSLS, University of Alabama, Tuscaloosa.

Coordinators: Barbara W. Dekle, Head of Public Services, Auburn University at Montgomery Library; David Lowe, Documents Librarian, School of Law Library, University of Alabama, Tuscaloosa; Richard T. Pastorett, Director, Auburn University at Montgomery Library.

Fee: $10.00

Number Attending: 84 (plus 11 additional persons who assisted, coordinated, or participated in the program)

Projects

ALIRT-GODORT Survey of Bibliographic Instruction in Alabama Libraries. Barbara W. Dekle, Project Coordinator.

GODORT History and Procedural Manual. Marjorie Baggett and Barbara W. Dekle, Compilers.

Interest Survey. Barbara W. Dekle.

Membership Brochures. Barbara W. Dekle.

PAL, GODORT Newsletter. Originated and Edited by Barbara W. Dekle.

Promotional Bookmarks. Barbara W. Dekle

Survey of Documents Microform Holdings in Alabama. Sarah B. Reeves, Project Coordinator.

Union List of Federal Documents Selected by Depository Libraries in Alabama. Coordinated by Barbara W. Dekle; Compiled by Richard T. Pastorett.

Chronology - 1981-82

Officers

Moderator:	Barbara W. Dekle
Moderator-elect:	Stephen Henson
Secretary-Treasurer:	Pauline Williams
Federal Documents Task Force Chairperson:	Sarah B. Reeves
State Documents Task Force Chairperson:	Jane Marks
Clearing House Chairperson:	None

Committees

Elections Committee: Norman Elsner, Chairperson
Marianne Lovell
Julianne Sinclair
Becky Scarborough

GODORT Representative to AlaLA Membership Committee: Stephen Henson

Special Committees

Documents on Documents Collections Procedures, Rules, and Regulations Committee: T. Harmon Straiton, Jr., Chairperson
Steve Henson
Joanne Patton
Nancy Woosley

Documents Publicity Committee: Stephen Henson, Chairperson
Sarah B. Reeves
T. Harmon Straiton, Jr.
Nancy Woosley

Special Collections of Government Documents in Alabama Committee:
T. Harmon Straiton, Jr., Chairperson
Barbara W. Dekle
Geraldine (Gerry) A. Irby

Convention Programs and Activities

Year: 1982

Activity: Breakfast program, "The Future of Federal Documents Library Depository Program," Barbara W. Dekle, Moderator. Held at the Hilton Hotel, Huntsville. Guest speaker was Roberta (Bobbie) Scull, Librarian in the Business Administration/ Government Documents Department, Louisiana State University, Baton Rouge, and 1980-81 Secretary of the Depository Library Council to the Public Printer.

Door prizes were given away. These included a 4-volume set of the 1980 Index to the Code of Federal Regulations, donated by Capitol Services, International; a 1981 edition of the Directory of Federal Depository Libraries and Librarians, donated by Congressional Information Service, Inc., and presented by Mr. Jim Tucker, CIS Marketing Representative; and sets of the "Book Stealers" Curse" posters and book-plates.

Workshops

None

Projects

"BOOK STEALERS' CURSE" Posters and Bookplates, Barbara W. Dekle, Coordinator

A Directory of Major Microforms Collections of Government Documents in Alabama Libraries, compiled by Sarah B. Reeves

Government Documents Bibliographic Instruction in Alabama; a Survey, 1982, compiled by Barbara W. Dekle

PAL, GODORT Newsletter, edited by Barbara W. Dekle

Special Collections/Depositories of Government Publications in Alabama, 1982, compiled by T. Harmon Straiton, Jr.

Union List of Federal Documents (Current & Retrospective) Selected by Depository Libraries in Alabama, compiled by Richard T. Pastorett

Promotional materials, including handouts, bookmarks, membership brochures, etc., compiled by Barbara W. Dekle

Interest Survey-Federal Documents, compiled by Sarah B. Reeves

Documents Publicity Survey, Stephen Henson, Coordinator

Surveying, Collecting, and Microfilming of Documents on Documents Collections Procedures, Rules, and Regulations, T. Harmon Straiton, Jr., Coordinator

GODORT History and Procedural Manual revision, Barbara W. Dekle

Support formation of a Southeastern Library Association (SELA) Government Documents Round Table

Promotion of a depository system for state documents and a state plan for Federal documents

Chronology - 1982-83

Officers

Moderator:	T. Harmon Straiton, Jr.
Moderator-elect:	Becky Scarborough
Secretary-Treasurer:	Mary Frances Tipton
Federal Documents Task Force Chairperson:	Martha Merrill
State Documents Task Force Chairperson:	Dorothy E. Brown
Clearing House Chairperson:	None

Committees

Elections Committee: Vi Harper, Chairperson
Marjorie Baggett
Elizabeth Cline
Deborah Dahlin
Judy Dawson

GODORT Representative to AlaLA Membership Committee: Becky Scarborough

Special Committees

Documents on Documents Collections Procedures, Rules, and Regulations Committee: T. Harmon Straiton, Jr., Chairperson
Elizabeth Cline
Mary Frances Tipton

Documents Publicity Committee: Tom Smith, Chairperson
Becky Scarborough
Jane Marks

Bibliographic Instruction in Government Documents in Alabama Libraries:
Barbara W. Dekle, Chairperson
Susan Hayes
T. Harmon Straiton, Jr.

Alabama State Plan for Documents Committee: T. Harmon Straiton, Jr., Chairperson
Jane Marks
Sally Reeves
Becky Scarborough
Barbara W. Dekle

Convention Programs and Activities

Year: 1983

Activity: Breakfast program, "Two Special Libraries and their Relationship to State Documents: The Alabama Department of Archives and History; The Alabama Supreme Court and State Law Library." T. Harmon Straiton, Jr., Moderator. Held at the Governor's House Motor Hotel, Montgomery. Guest speakers were Dr. Edwin C. Bridges, Director of the Alabama Department of Archives and History; and Mr. William C. Younger, State Law Librarian, Alabama Supreme Court and State Law Library.

Door prizes were given away. These included a 4-volume set of the 1981 Index to the Code of Federal Regulations and the Directory of Government Documents Collections and Librarians, 3rd Ed., donated by Congressional Information Service, Inc., and presented by Mr. Jim Tucker, CIS Marketing Representative; and six tee shirts with a documents logo.

Census Workshop (see Workshops below)

Informal Discussion Session concerning all areas of government documents

Workshops

Date and Time: April 7, 1983, 2:00-4:00 p.m.

Location: Governor's House Motor Hotel, Montgomery (Annual AlaLA Conference)

Subject: THE 1980 CENSUS OF POPULATION AND HOUSING

Program: Key Speaker: Mr. Joe Reilly, Information Services Specialist, U. S. Bureau of the Census, Atlanta Regional Office. Martha Merrill, Federal Documents Task Force Chairperson, and T. Harmon Straiton, Jr., Moderator, Coordinators. Areas discussed were: geographic and subject areas of the 1980 census, 1980 census products and status report, current population and economic reports. The discussion included reference materials relating to the census. Information packets were distributed.

Fee: Free

Number Attending:

Projects

"BOOK STEALERS' CURSE" Posters and Bookplates, Barbara W. Dekle and Richard T. Pastorett, Project Coordinators (sales promotion)

A Directory of Major Microforms Collections of Government Documents in Alabama Libraries, compiled by Sarah B. Reeves (updating by Sarah B. Reeves)

Government Documents Bibliographic Instruction in Alabama; a Survey, 1982, compiled by Barbara W. Dekle (updating and collection of bibliographic instruction materials)

PAL, GODORT Newsletter, edited by Sarah B. Reeves, assisted by Tom Smith

Special Collections/Depositories of Government Publications in Alabama, T. Harmon Straiton, Jr., Compiler (updating of 1982 edition)

Union List of Federal Documents Holdings in Depository Libraries in Alabama, compiled by Richard T. Pastorett

GODORT History and Procedural Manual, Revised, 1983, compiled by Barbara W. Dekle

State Plan for Federal Documents, 1983, compiled by Sarah B. Reeves, assisted by the Committee

Documents on Documents Collections Procedures, Rules, and Regulations, T. Harmon Straiton, Jr., Project Coordinator (surveying libraries, collecting and microfilming of documents)

Promotional materials, convention handouts, T. Harmon Straiton, Jr.

Documents Publicity Survey, Tom Smith, Coordinator

Promotion of a depository system for state documents

Support of SELA GODORT

MEMBERSHIP DIRECTORY

GODORT STEERING COMMITTEE

1983 - 1984

Moderator ..... Becky Scarborough

Moderator-elect ..... Sally Reeves

Secretary-Treasurer ..... Martha Merrill

Newsletter Editor ..... Tom Smith

Assistant Editor ..... Harmon Straiton

Federal Documents Task Force Chairperson ..... Dick Pastorett

State Documents Task Force Chairperson ..... Mary Frances Tipton

Chairpersons of all standing and ad hoc committees .....

Other persons deemed necessary by the Steering Committee .....

ROUND TABLE MEMBERSHIP

1982-83

Acker, Joe David
2437 5th Ave., N.W.
Fayette, AL 35555
TI: Director
AF: PALS (Pioneer AL Lib. Sys.)
HP: 932-3733 OP: 221-6174

Adams, Emily Jane
108 Graylynn Dr.
Prattville, AL 36067
TI: Cataloger
AF: AL Dept. Archives-History
HP: 356-3811 OP: 832-6510

Baggett, Marjorie Dixon
304 Chestnut St.
Birmingham, AL 35206
TI: Gov. Doc./Ref. Bibli.
AF: Mervyn H. Sterne, UAB
HP: 833-9821 OP: 934-6364

Barksdale, Robbie A.
610 Meadowbrook Dr.
Auburn, AL 36830
TI: Retired
AF:
HP: 887-8268

Benson, James A.
12 Fernwood
Tuscaloosa, AL 35401
TI: Associate Prof.
AF: Univ. of AL, GSLS
HP: 759-5219 OP: 348-4610

Brown, Dorothy Eady
3-C River Road Apts.
Tuscaloosa, AL 35401
TI: Business Librarian
AF: Univ. of AL
HP: 345-6969 OP: 348-6096

Brunner, Rickie Louise
4770 Park Towne, A 311
Montgomery, AL 36116
TI: Serials Librarian
AF: AL Dept. Archives-History
HP: 284-4763 OP: 832-6510

Cason, Robert Alan
624 Washington Ave.
Montgomery, AL 36130
TI:
AF: AL Dept. Archives-History
HP: 265-2224 OP: 832-6510

Clemmons, Nancy W.
3829 Arundel Dr.
Birmingham, AL 35243
TI: Reference Librarian
AF: Lister Hill Library, UAB
HP: 967-4863 OP: 934-2230

Cline, Elizabeth Ann
216 Casey Ave.
Auburn, AL 36830
TI: Librarian II
AF: Auburn Univ.
HP: 887-5666 OP: 826-4500

Clotfelter, Barbara Elizabeth
5724 8th Ave., So.
Birmingham, AL 35212
TI:
AF: B'ham Public Library
HP: OP:

Cooper, James Paul
100 First Ave.
Clanton, AL 35045
TI: Director
AF: Cahaba Regional Library
HP: 759-9483 OP: 755-2130

Crumpler, Yvonne
3238 Valley Park Place
Birmingham, AL 35243
TI:
AF: Birmingham Public Lib.
HP: OP:

Dahlin, Deborah Craig
5700 Belmont Circle
Irondale, AL 35210
TI: Dept. Head
AF: B'ham Public Library
HP: 956-5414 OP: 254-2533

Dawson, Judy Kay
209 28th Avenue, NW
Birmingham, AL 35215
TI: Reference Librarian
AF: Jefferson St. Jr. Coll.
HP: 853-4606 OP: 853-1200

Deary, Glenna Anne
P. O. Box 1026
Atmore, AL 36504
TI:
AF:
HP: OP:

Dekle, Barbara W.
4515 Ray Drive
Montgomery, AL 36109
TI: Head, Public Services
AF: Auburn Univ. at Montgomery
HP: 272-6284 OP: 271-9653

Elsner, Norman R.
Rt. 10, Box 123
Florence, AL 35630
TI: Reference Librarian
AF: Univ. of North AL
HP: 764-2562 OP: 766-4100

Faigel, Martin Joseph
224 Fox Run
Tuscaloosa, AL 35406
TI: University Bibliographer
AF: Univ. of Alabama
HP: 967-6152 OP: 348-5426

Ford, Miriam B.
3257 Cahaba Heights Road
Birmingham, AL 35243
TI: Circulation Librarian
AF: Jefferson State Jr. College
HP: 967-6152 OP: 853-1200

Franks, Mary Janice
5715 Calmar Drive, #8
Montgomery, AL 36116
TI: Law Librarian
AF: Legal Services Corp. of AL
HP: 272-6203 OP: 832-4570

Gapen, D. Kaye
Drawer S
University, AL 35486
TI: Dean of Libraries
AF: University of Alabama
HP: OP: 348-7561

Geiger, Grady E.
1212 E. Samford
Auburn, AL 36830
TI: Librarian
AF: Auburn University
HP: 821-3841 OP: 826-4500

Gibbs, Robert C.
1238 Juniper Drive
Auburn, AL 36830
TI: Asst. University Librarian Ref.
AF: Auburn University
HP: 821-1562 OP: 826-4500

Glaze, Sue S.
P. O. Box 11192
Montgomery, AL 36111
TI:
AF:
HP: OP:

Hamilton, Ann Hollingsworth
900 6th Avenue, W.
Birmingham, AL 35204
TI: Reference Librarian
AF: Birmingham Southern College
HP: 786-4101 OP: 328-5250

Harper, Viola W.
Route 4, Box 141A
Mobile, AL 36609
TI: Head, Reference
AF: Univ. of South AL
HP: 661-2570 OP: 460-7025

Harrison, Amalia H.
3743 Maclamar Road
Montgomery, AL 36111
TI: Head, Information Services
AF: AL Public Library Service
HP: 288-7176 OP: 832-5743

Hayes, Susan H.
607 Sandhurst Drive
Montgomery, AL 36109
TI: Reference Librarian
AF: Auburn Univ. at Montgomery
HP: 277-6996 OP: 271-9647

Heath, Fred
219 McGough Avenue
Florence, AL 35630
TI:
AF:
HP: OP:

Henry, Ruth W.
P. O. Box 2421
Opelika, AL 36801
TI: Court Administrator
AF: Lee County Law Library
HP: 745-2412 OP: 749-4924

Irby, Geraldine A.
2945 Cedar Crescent
Mobile, AL 36605
TI: Government Docs. Librarian
AF: Univ. of South AL
HP: 479-2117 OP: 460-7024

Lange, Margarete
403 Oak Street, N.E., Apt. 1
Decatur, AL 35601
TI: ILL Librarian
AF: Wheeler Basin Regional Lib.
HP: 355-1572 OP: 353-1572

Ledbetter, Bonnie M.
2316 10th Court, Apt. 101
Birmingham, AL 35205
TI: Reference Bibliographer
AF: Mervyn H. Sterne, UAB
HP: 967-4863 OP: 934-2230

Lee, Luther Emmett
421 N. Moye
Montgomery, AL 36109
TI: Documents Librarian
AF: Air University Library
HP: 277-1082 OP: 293-2410

Lloyd, E. G. (Joe)
Rt. 2, Box 482
Semmes, AL 36575
TI: Docs. Librn/Hd. Gov't. Info.
AF: Mobile Public Library
HP: 649-1974 OP: 438-7092

Lovell, Marianne Skemp
P. O. Box 213
Prattville, AL 36067
TI: Asst. Director
AF: Autauga-Prattville Public Lib.
HP: 365-2002 OP: 365-3396

Lowe, David
Box 6205
University, AL 35486
TI: Asst. Law Librarian
AF: Univ. of Al Law Library
HP: 752-5165 OP: 348-5925

Lowry, Charles Bryan
153 S. McGregor Ave.
Mobile, AL 36608
TI: Director of the Library
AF: Univ. of South Al
HP: OP:

Lyons, Pamela Orr
1043 43rd Street, Ensley
Birmingham, AL 35208
TI: Librarian
AF: Birmingham Public Library
HP: 788-3050 OP: 254-2555

Marks, Jane Andrews
6049 Monticello, Drawer 1
Montgomery, AL 36117
TI: Gov. Docs. Librarian
AF: AL Public Library Service
HP: 277-9213 OP: 277-7330

McPherson, John Allen
Drawer S
University, AL 35486
TI: Systems Analyst
AF: University of AL
HP: 339-9981 OP: 348-5298

McRae, Jane McCarty
4608 Scenic View Drive
Bessemer, AL 35023
TI: Librarian
AF: Vestavia Hills High School
HP: 987-0043 OP: 823-4044

Merrill, Martha
8 Paul Revere, Colonial Arms Apt.
Jacksonville, AL 36265
TI: Social Science Librarian
AF: Jacksonville State Univ.
HP: 435-2045 OP: 435-9820

Miele, Anthony W.
103 Saccapatoy Drive
Montgomery, AL 36117
TI: Director
AF: AL Public Library Service
HP: 277-6078 OP: 277-7330

Moseley, Stephen Allan
861 A-3 Park
Birmingham, AL 35215
TI:
AF:
HP: OP:

Olive, Evelyn T.
P. O. Box 601
Fayette, AL 35555
TI:
AF:
HP: OP:

Nelson, William Neal
442 Scott Drive, East
Saraland, AL 36571
TI: Director of the Library
AF: Mobile College Library
HP: 675-6265 OP: 675-5990

Parr, Joy D.
2423 Penn Street
Huntsville, AL 35801
TI: Librarian
AF: Wyle Laboratories
HP: 539-7818 OP: 837-4411

Pastorett, Richard T.
2624 Old Orchard Lane
Montgomery, AL 36117
TI: Director of the Library
AF: Auburn Univ. at Montgomery
HP: OP: 271-9647

Patton, Joanne S.
459 Cross Creek Road
Auburn, AL 36830
TI: Research, Media Asst.
AF: Resource Center, Auburn Univ.
HP: 821-7690 OP: 826-4781

Petrone, Kathy
5917 Waringwood Drive, S.
Mobile, AL 36608
TI: Library Assistant
AF: Univ. of South AL
HP: OP: 460-7025

Rankin, Eugenia Patton
2716 Boultier
Montgomery, AL 36106
TI: Hd., State Docs. Div.
AF: AL Dept. of Archives-History
HP: 269-5507 OP: 832-6520

Reeves, Sarah Bartlett
30 Brookside
Northport, AL 35476
TI: Documents Librarian
AF: University of Alabama
HP: 339-5473 OP: 348-6046

Rouse, Margaret C.
202 S. 8th Street
Gadsden, AL 35903
TI: Reference Librarian
AF: Gadsden Public Library
HP: 546-8843 OP: 547-1611

Sanders, Ethel
806 University Ave.
Troy, AL 36081
TI: Assoc. Dir. Univ. Libraries
AF: Troy State University
HP: 566-2065 OP: 566-3000

Scarborough, Becky
3113 Dolly Ridge Drive
Birmingham, AL 35243
TI: Head, Gov. Docs. Dept.
AF: Birmingham Public Library
HP: 967-0991 OP: 254-2555

Sinclair, Julianne M.
2 Judge Estates
Hope Hull, AL 36043
TI: Librarian
AF: AL League of Muncipalities
HP: 281-4358 OP: 262-2566

Smith, Thomas E.
P. O. Box 2661
University, AL 35486
TI: Asst. Docs. Librarian
AF: University of AL
HP: 349-2177 OP: 348-6046

Southwell, Jean M.
301 Candy Drive
Enterprise, AL 36330
TI: Librarian
AF: Enterprise State Jr. Coll.
HP: 347-3909 OP: 3472623

Stephens, Alice G.
620 E. Edgemont Ave.
Montgomery, AL 36111
TI:
AF: AL Public Library Service
HP: OP:

Straiton, T. Harmon, Jr.
P. O. Box 132
Auburn, AL 36830
TI: Hd., Microforms & Docs.
AF: Auburn University
HP: 887-5633 OP: 826-4500

Strang, Melva E.
1912 Cottingham Drive
Montgomery, AL 36106
TI: Librarian
AF: Maxwell Community Library
HP: OP: 293-6484

Thomas, Frankie T.
1301 Park Place
Northport, AL 35476
TI: Staff Development & Comm.
AF: University of AL
HP: 758-0137 OP: 348-6113

Tipton, Mary Frances
308 Nabors Street
Montevallo, AL 35115
TI: Hd., Public Services
AF: Univ. of Montevallo
HP: 665-2969 OP: 665-2521

Turk, Elizabeth
426 Schoy
Auburn, AL 36830
TI: Serials Librarian
AF: Auburn University
HP: 887-8377 OP: 826-4500

Walls, Sara Louise
1616 2nd Avenue
Tuscaloosa, AL 35401
TI:
AF:
HP: OP:

Watters, Annette Jones
180 Summerfield
Tuscaloosa, AL 35404
TI: Data Management Specialist
AF: CBER, University of AL
HP: 556-4190 OP: 348-6191

Weir, Birdie O.
2814 Hilltop Terrace
Huntsville, AL 35810
TI:
AF:
HP: OP:

Wilbanks, Mary Elizabeth
46 Woodland Terrace
Auburn, AL 36830
TI: Humanities Ref. Librn.
AF: Auburn University
HP: 887-6508 OP: 826-4500

Williams, Jimmie Nell
520 N. Church Street
Jacksonville, AL 36265
TI: Gov. Docs. Librarian
AF: Jacksonville State Univ.
HP: 435-7030 OP: 435-9820

Williams, Marilyn
3813 Marie Cook Drive
Montgomery, AL 36109
TI:
AF: Air Univ. Library
HP: OP:

Williams, Pauline C.
Carmichael Library, Station 50
Montevallo, AL 35115
TI: Periodicals/Ref. Librarian
AF: Univ. of Montevallo
HP: 665-4329 OP: 665-2521

Woosley, Nancy Sims
1101 Thornwood Drive
Birmingham, AL 35209
TI: Librarian
AF: Birmingham Public Library
HP: 849-9850 OP: 254-2541

Wright, A. J.
925 13th
Tuscaloosa, AL 35401
TI: Graduate Student
AF: GSLS, Univ. of AL
HP: 752-6634 OP: GSLS

Young, Kathryn
2118 Marinawoods Drive
Huntsville, AL 35803
TI: Head, Government Documents
AF: Univ. of AL, Huntsville
HP: 883-5784 OP: 895-6526

APPENDIX

ALABAMA LIBRARY ASSOCIATION, INC.

Memorandum

To: All Officers, Chairpersons, etc.

From: Joyce H. Lamont,
Association Historian

In order to keep the archives of the Alabama Library Association in a good arrangement, it is necessary to begin with the creation of the records; therefore, I am requesting that all records that are submitted for retention to the archives be accompanied by a records submission form.

Please fill in the name of your office, committee or round table along with your name, telephone number and address. The archives may need to contact you concerning the records that you submit.

Along with the records submission form, I have included an instruction sheet on how to maintain the records of your office. If you have any questions, please contact me.

Records may be submitted to the archives in the following manner:

(1) In person to me or to Ruth Waldrop

(2) By Mail. My address is:

Joyce H. Lamont
Box 36
University, AL 35486

Please do not mail archives to the Executive Secretary.

(3) By UPS. Ship to:

Joyce H. Lamont
Special Collections
Main Library
University, AL 35486

I may be reached by telephone at 348-5512 or by ACTS line 243-5512. My home telephone number is 553-7461.

THANKS!

HOW TO KEEP YOUR RECORDS

1. Use letter or legal sized folders. If you have material that is legal sized, please use legal sized folders--do not fold the material to fit a letter sized folder.

2. Label your folders.

3. Keep all like material together. Do not mix your financial records with correspondence, minutes, etc. Keep separate folders for each type of record.

4. If you submit your current records to an incoming officer or chairperson that might need them for the completion of a project or the smooth transferance of duties, please complete a records submission form, give a copy to the incoming officer and submit a copy to the archives also. In this way, we can keep taps on where records are located.

5. Weed your records before submission to the archives. We do not need doodles, scrap paper, etc. If you have more than one copy of an item, please submit only two copies, destroy all others.

6. Please keep copies of all publications, newsletters, etc. The archives holdings of publications of the association is almost non-existent.

7. If you have any questions, please contact me!

ALABAMA LIBRARY ASSOCIATION ARCHIVES

OFFICE, COMMITTEE OR ROUND TABLE_____

NAME_____

ADDRESS_____ PHONE_____

_____

_____

DESCRIPTION OF RECORDS (e.g., correspondence, financial records, minutes, publications, projects, etc.) USE SEPARATE SHEET FOR EACH TYPE OF RECORD

_____

Inclusive years_____

Approximate amount of records (e.g., 1 folder, 1 ft. of records, etc.)

_____

Date submitted to archives_____

Date received at archives_____ Box Number_____

Location_____

ALABAMA LIBRARY ASSOCIATION, INC.

Request for membership services:

Requestor: _____ Request date: _____

_____ Due date: _____

_____

_____

Form of output: ☐ Printed list ☐ Labels

Arrangement of list: ☐ Alphabetical by name ☐ Numerical by member number ☐ Zip

Type of List:

- ☐ All current Alabama Library Association members
- ☐ List by division (Indicate division name: _____
- ☐ List by committee preference (Indicate committee: _____
- ☐ List by roundtable (Indicate roundtable name: _____
- ☐ List by member type (Indicate member type: _____
- ☐ Bulk mailing list
- ☐ Geographic area
- ☐ Other: _____

Return this form to:
Mrs. Ruth Waldrop, Executive Secretary
Alabama Library Association
Box BY
University, AL 35486

BUDGETED ALA FUNDS

REQUEST FOR PAYMENT FROM ALA:

Pay to: _____ Total Amount: $_____

_____

_____

_____

Budgetary Unit to be Charged: _____

PLEASE ITEMIZE FULLY OR ATTACH INVOICE

Date	Item	Amount

_____

Authorized Signature Date

Do Not Write Below This Line-For Office Use Only

_____

_____

Date Paid_____

Amount $_____

Check #_____

REQUEST FOR NONBUDGETED AlaLA FUNDS

Requesting body:_____

Individual making request:_____

Amount budgeted_____ Additional request_____

Purpose of request:_____

_____

_____

_____

Committee Action

Approved_____ Rejected_____

Signed_____Date_____
Chairman, Budget and Finance Committee

Council Action

Approved_____ Rejected_____

Signed_____Date_____
AlaLA President